**PUBLIC RECORDS REQUEST RESPONSE FORM**
City of Memphis
125 N. Main Street Rm 336
Memphis, Tennessee 38103

[Date]

Dear Sir or Madam:

In response to your records request received on [Date Request Received], our office is taking the action(s)[1] indicated below:

☐ The public record(s) responsive to your request will be made available for inspection:
    Location: _____
    Date & Time: _____

☐ Copies of public record(s) responsive to your request are:
    ☐ Attached;
    ☐ Available for pickup at the following location:
        _____; or
    ☐ Being delivered via: ☐ USPS First-Class Mail ☐ Electronically ☐ Other: _____.

☑ **Your request is denied on the following grounds**:
    ☐ Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).
    ☑ **No such record(s) exists or this office does not maintain record(s) responsive to your request.**
    ☐ No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.
    ☐ You are not a Tennessee citizen.
    ☐ You have not paid the estimated copying/production fees.
    ☐ The following state, federal, or other applicable law prohibits disclosure of the requested records:
        _____.

☐ It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:
    ☐ It has not yet been determined that records responsive to your request exist; or
    ☐ The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

    The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____.

If you have any additional questions regarding your record request, please contact Public Records Request Coordinator.

Sincerely,

Lemeka Hoof
Public Records Coordinator
openrecordsrequests@memphistn.gov
901-636-6511

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[1] If all requested records do not have the same response, so indicate.